

JBU Recruiting Policy



General Recruiting Guidelines

Employers seeking to use John Brown University Career Development recruiting services, including job postings, resume referrals, on-campus recruiting, job fairs, or campus visits, must conduct recruiting activities professionally and in compliance with applicable laws, regulations, JBU Career Development policies, and relevant professional standards. This includes the NACE Principles for Professional Practice, U.S. Department of Labor FLSA Guidelines, and EEO guidelines to the extent applicable. All employers must be registered with JBU Handshake and maintain an active profile, unless otherwise approved by Career Development.

Guidelines and Compliance Resources*

Employers are encouraged to review the following resources:

- [National Association of Colleges and Employers \(NACE\) Principles for Ethical Professional Practice](#)
- [U.S. Department of Labor — Internship Programs Under the Fair Labor Standards Act](#)
- [U.S. Department of Labor — Fair Labor Standards Act](#)
- [U.S. Equal Employment Opportunity Commission — Employers](#)
- [U.S. Equal Employment Opportunity Commission — Prohibited Employment Policies and Practices](#)

*These resources are provided for informational purposes only. Employers are responsible for ensuring compliance with all applicable laws and regulations.

Prohibited Employment Postings

Career Development reserves the right to edit, decline, remove, or request revisions to postings that are incomplete, misleading, inconsistent with policy, or otherwise inappropriate for JBU students or alumni. Prohibited postings include but are not limited to:

Employer & Account Standards

- Employers must comply with JBU's non-discrimination and anti-harassment policy, which affirms the dignity of all individuals and prohibits discrimination or harassment based on protected characteristics, while recognizing the University's Christ-centered mission and its right to operate in accordance with its religious beliefs and applicable legal exemptions.
- Employers are expected to use an organizational email address. Career Development may require additional verification for employers using personal/non-organizational email accounts.
- Postings by third-party recruiters that do not identify the client employer in all job listings.

Position Eligibility

- Employers posting internships that do not require candidates pursuing or holding a bachelor's degree.
- All positions that would employ students for a private individual (i.e. babysitter, tutor, caretaker, etc.)

Compensation & Financial Requirements

- Employers offering full-time positions listed with a rate of pay lower than federal, state, or local minimum wage, whichever is applicable.
- Internships may include a stipend where permitted by applicable law; however, employers are responsible for ensuring compliance with all wage and hour requirements.
- Commission-only positions without guaranteed wages or compensation that complies with applicable wage and hour laws.
- Positions requiring students to pay application fees, purchase inventory, make a financial investment, or incur substantial required expenses as a condition of employment.

- Jobs or business opportunities that require a monetary investment, including but not limited to multi-level marketing positions, franchises, club memberships, distributorships, or other arrangements requiring candidates to make a monetary investment.

All job and internship postings are subject to approval. JBU Career Development reserves the final right to determine which postings are appropriate for inclusion in its database of listings.

For non-professional, casual household, or general non-professional part-time jobs, JBU Career Development refers employers and students to external resources such as Indeed, SimplyHired, Snagajob, local business and newspaper job listings, and networking contacts. JBU does not manage or endorse these external resources.

Eligible Position Types:

- | | |
|--------------------------------|-------------------------|
| • Professional Part-time Roles | • Experiential Learning |
| • Internships | • Cooperative Learning |
| • Fellowships | • Full-time |

Job Posting Content:

By activating or posting to an employer profile, employers agree to comply with applicable JBU Career Development policies, procedures, and laws. Only legitimate job vacancy announcements may be advertised.

Postings must include:

- Job title, description, location, required qualifications, compensation information, and application instructions.
- Sufficient employer information for Career Development to verify the opportunity.
- Payment of any applicable event or service fees by stated deadlines; unpaid balances may restrict access to JBU Career Development services.

Start-Ups

Career Development may promote entrepreneurial employment opportunities only when the organization has progressed sufficiently in its business development to support a legitimate opportunity. Start-ups must be able to:

- Provide a company name, business address, website, email address, and principal contact.
- Certify, upon request, that they have necessary business licenses, tax identification, and sufficient funding to support the opportunity.
- Offer compensation complying with applicable wage laws; equity-only compensation is not permitted.
- Provide clear organization and position descriptions in Handshake.
- Refrain from soliciting investors, partners, customers, or sensitive personal or financial information prior to a legitimate employment relationship.

Fellowships

For purposes of this policy, a fellowship generally refers to funding provided to support a student's study, research, or professional development, rather than compensation for services performed. Career Development may consider the following factors when reviewing such opportunities:

- Fellowships must help to fund independent travel, research, and teaching for both undergraduate and graduate students.
- Employers or sponsoring organizations are responsible for determining the appropriate tax and employment treatment of any fellowship, stipend, or research support.
- No service is expected in return for a fellowship as it is provided to a student/scholar on a merit or need basis to assist in the pursuit of a degree.



Experiential Learning

Paid and unpaid experiential learning opportunities must comply with applicable wage and hour laws. Unpaid opportunities must be primarily educational and structured for the benefit of the student. Career Development may consider the following factors:

- The experience should be structured primarily for the student's educational benefit and should not rely on the student to perform work that would otherwise be performed by regular employees.
- The skills or knowledge learned must be transferable to other employment settings.
- The experience has a defined beginning and end, and a job description with desired qualifications.
- There are clearly defined learning objectives/goals related to the professional goals of the student's academic coursework.
- Routine supervision and feedback provided by a qualified professional with relevant expertise in the field.
- There are resources, equipment, and facilities provided by the host employer that support learning objectives/goals.

In short, experiential learning opportunities should be structured so that the student is the primary beneficiary of the experience.

Cooperative Learning

Cooperative learning experiences are similar to internships in that they are structured, paid educational work experiences and must meet additional academic and program requirements. Career Development may consider the following factors when reviewing such opportunities:

- The experience must be an extension of the classroom: a learning experience that provides for applying the knowledge gained in the classroom. It must not be simply to advance the operations of the employer or be the work that a regular employee would routinely perform.
- The skills or knowledge learned must be transferable to other employment settings.
- The experience has a defined beginning and end, and a job description with desired qualifications.
- There are clearly defined learning objectives/goals related to the professional goals of the student's academic coursework.
- Routine supervision and feedback provided by a qualified professional with relevant expertise in the field.
- There are resources, equipment, and facilities provided by the host employer that support learning objectives/goals.
- Cooperative Learning differs from paid/unpaid internships in these capacities:
 - i. Requirement of relation to the student's major or academic program.
 - ii. Paid in accordance with applicable policies and laws.
 - iii. Connected to an approved academic or credit-bearing experience.

Third-Party Recruiters

JBU Career Development provides information on third-party recruiters-entities recruiting for organizations other than their own (as defined by NACE)-to help students evaluate various search strategies. Inclusion of a third-party recruiter or posting does not constitute an endorsement or guarantee of the opportunity's accuracy or suitability.

Third-party recruiters generally include:

- Employment agencies and search firms
- Contract recruiters
- Resume referral firms

Policy Requirements:

- Recruiters must identify themselves and clearly disclose the client/employer in job listings.
- No fees may be charged to the candidate.
- Student information may only be used for the specific recruiting purpose authorized by the student.
- Platforms may be denied that collect candidate data for resale, marketing, or redistribution.

Note: Third-party recruiters recruiting solely for internal positions are considered employers.

Multi-Level Marketing Organizations

The policy of Career Development is that Multi-Level Marketing organizations are prohibited from using facilities or services of John Brown University. MLMs include network marketing, pyramid-style, investment-based, or other business opportunities requiring candidate purchases, fees, or personal financial investment.

Student Information, Reporting, and Participation

Student Information

Student information obtained through JBU Career Development services may be used only for legitimate recruiting purposes related to the specific opportunity for which it was provided.

Data Reporting

Employers should report JBU student hires to JBU Career Development through JBU Handshake or by contacting cdc@jbu.edu.

Participation and Due Diligence

John Brown University hosts, publicizes, lists, or provides access to external events, activities, and in-house fairs in Handshake and through other communications that it believes may be of interest to members of the JBU community. This does not indicate University sponsorship or endorsement of any organization, employer, activity, or event. Participants are responsible for exercising due diligence, researching employers and organizations, and using caution before sharing personal information, making financial commitments, or accepting employment offer. Concerns may be reported to JBU Career Development at cdc@jbu.edu.

Denial of Service

Career Development reserves the right to deny, restrict, suspend, or revoke access to services at its discretion, including but not limited to the following reasons: dishonesty; discrimination; breach of confidentiality; reneging on established agreements between Career Services and the employer (verbal or written); reneging on a job offer to a student; fraud; misrepresentation; harassment of JBU students, alumni, staff or faculty; it is deemed that the purpose of the company is in direct conflict with the institution's mission and policies; failure to adhere to Career Development policies and/or any other violation of John Brown University's rules and regulations. You must comply with the above conditions to be approved to use any of the services offered by JBU Career Development. Third-party participation is limited to job postings and is subject to Career Development approval.